



RICHARD J. CODEY
Acting Governor

New Jersey Office of the Attorney General

Division of Consumer Affairs
State Board of Professional Engineers and Land Surveyors
Home Inspection Advisory Committee
124 Halsey Street, 3rd Floor, Newark, NJ 07102
www.state.nj.us/lps/ca/home.htm



PETER C. HARVEY
Attorney General

RENI ERDOS
Director

Mailing Address:

P.O. Box 45043
Newark, NJ 07101
(973) 504-6233
FAX: (973) 273-8020

ASSOCIATE HOME INSPECTION REQUIREMENT LIST

1. Be of good moral character;
2. Successfully completed high school or its equivalent;
3. Pursuant to N.J.A.C. 13:40-15.5(a)3 successfully complete a Home Inspection Course of Study at Bergen County Vocational School, Morris County Vocational School, Middlesex County Vocational School, Building Inspectors Career Institute, or Inspection 21 Home Inspection Institute.
4. Pursuant to N.J.A.C. 13:40-15.5(a)4 perform at least 50 home inspections, including preparation of 50 home inspection training reports, as defined in N.J.A.C. 13:40-15.2, under the direct, on site supervision of a licensed home inspector. (Go to www.njhijobs.com for further information on finding a mentor and or visit our licensee directory or list of licensed home inspector on the previous page.
5. Pass the National Home Inspector Examination administered by the Examination Board of Professional Home Inspectors (EBPHI). (www.homeinspectionexam.org) **CLICK HERE TO LINK**
6. Maintain an errors and omissions insurance policy in the minimum amount of 500,000 per occurrence. *Be advised that an original certificate of insurance must be sent from the insurance company to the Committee office. Associate applicants should be listed under their future employer's insurance policy. AS AN ASSOCIATE LICENSEE YOU ARE REQUIRED TO BE EMPLOYED BY A LICENSED HOME INSPECTOR FOR A MINIMUM OF ONE (1) YEAR AND COMPLETE NO LESS THAN 250 HOME INSPECTIONS UNDER THE REGULAR AND EFFECTIVE SUPERVISION OF A FULLY LICENSED HOME INSPECTOR BEFORE YOU ARE ELIGIBLE TO APPLY FOR FULL LICENSURE ON YOUR OWN. THIS IS AN APPRENTICESHIP. The Home Inspection Advisory Committee must be named as a holder on the policy and the prospective associate licensee must also be named on the certificate, as being covered under the policy. This requirement ensures that the Committee will be notified if the policy is discontinued, expires, or a claim is filed against the policy.*
7. Pay the application fee as set forth in N.J.A.C. 13:40-15.23 (\$125.00)

*** BE ADVISED THAT AN APPLICANT FOR LICENSURE AS AN ASSOCIATE HOME INSPECTOR UNDER THIS SECTION SHALL RETAIN COPIES OF ALL HOME INSPECTION TRAINING REPORTS FOR A PERIOD OF FIVE YEARS UPON COMPLETION OF THE REPORT.**

*** THE COMMITTEE SHALL RANDOMLY AUDIT APPLICATIONS TO VERIFY THAT APPLICANTS FOR LICENSURE AS AN ASSOCIATE HOME INSPECTOR UNDER THIS SECTION PERFORMED AT LEAST 50 HOME INSPECTIONS AS REQUIRED BY N.J.A.C. 13:40-15.5(a)4.**

Upon successfully satisfying requirements #1, #2, #3, #4, #5, and #7, file your application and the Committee will issue you a letter indicating that you satisfied the above requirements. You can then present this letter to prospective employers. If and when you receive a job offer, have your future employer list your name under their insurance(requirement #6) and then have the insurance company forward that original certificate of insurance to the Committee office.

Only after your application is complete (requirements #1-7 satisfied) will the Committee review and approve your associate application.